

STATE OF HAWAII

REQUEST FOR EXEMPTION FROM CHAPTER 103F, HRS

05 JUL 39 AM 11:55
8/8/05

To: Chief Procurement Officer

From: Health/Developmental Disabilities Division/Case Management and Information Services Branch

Department/Division/Agency

Pursuant to § 103F-101(a)(4), HRS, and Chapter 3-141, HAR, the Department requests a procurement exemption to purchase the following:

Title and description of health and human service(s):

The provider will serve as the Traumatic Brain Injury (TBI) Speakers' Bureau to provide community education statewide to individuals with TBI and their families, professionals who serve persons with TBI, service providers and the general public. Services will include: 1) Coordinating and marketing the Speakers' Bureau activities, 2) Recruiting and training speakers, 3) Educating 360 persons each year, 4) Conducting evaluation of the effectiveness of the Speakers' Bureau and maintain evaluation information and 5) Working in partnership with designated staff of the Developmental Disabilities Division, Department of Education, service providers and persons with TBI and their families.

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|---|--|--------------------------|
| Provider Name: Brain Injury Association of Hawaii | Total Contract Funds: \$25,816 | Term of Contract: |
| Provider Address: 2201 Waimano Home Road Pearl City, HI 96782 | Contract Funds per Year (as applicable). | From: 4/1/05 To: 3/31/06 |

Explanation describing how procurement by competitive means is either not practicable or not advantageous to the State:

The provider was previously approved for a 3 year contract for \$75,000 under a restrictive purchase of service (RF#03-01). The contract ended on March 31, 2005. Due to vacancies, the provider still has a balance of \$25,816 in unexpended federal funds. It is requested that the exemption be extended one year from 4/1/05 to 3/31/06 at no additional cost. The federal funding agency, Health Resources and Services Administration, has approved an extension of the umbrella grant to March 31, 2006. It is requested that the approval be retroactive to 4/1/05 because the provider has continued to provide services.

The branch and provider did not track the end date of the contract and as a result, the contract was not extended prior to the end of the contract period. The branch acknowledges that it was at fault for not monitoring the contract and regretfully, created this current situation. To avoid this kind of situation in the immediate future, the Accountant IV position will be designated as to specifically monitor all contract expenditure balances and end dates. For the long term, a pending reorganization within the Division will have all contracts monitored by a central office.

The provider is the only local affiliate of the Brain Injury Association of America (BIAA). The BIAA is recognized in the field of TBI as the leading national agency involved with persons with TBI and has 40 state chapters in its organization. The local chapter, Brain Injury Association of Hawaii (BIA-H) has many years of experience in providing public education and organizing support groups for individuals with TBI and their families. The BIA-H is acknowledged as the only statewide organization with TBI expertise and has support and resources from its national organization to provide this service.

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Details of the process or procedure to be followed in selecting the service provider to ensure maximum fair and open competition as practicable:

The branch contacted 3 organizations known to work with persons with TBI, the Rehabilitation Hospital of the Pacific, the Queens' Hospital and HMSA Integrated Case Management Services, in July 2005 and they indicated a lack of interest or capability to provide a TBI Speakers' Bureau service.

A description of the state agency's internal controls and approval requirements for the exempted procurement:

Preparation of contracts: CMISB Branch Chief, Public Health Supervisor

Liaison with TBI Speakers' Bureau: Special Education Teacher V

Program Monitoring: Public Health Supervisor, Special Education Teacher V

Monitoring of billing: Accountant IV

A list of state agency personnel, by position title, who will be involved in the approval process and administration of the contract:

Michael Tamanaha, CMISB Branch Chief

Aaron Arakaki, Public Health Supervisor

Curtis Inouye, Special Education Teacher V

Javier Aceret, Accountant IV

Direct questions to (name & position):

Aaron Arakaki
Public Health Supervisor

Phone number:

453-6294

e-mail address:

ararakak@mail.health.state.hi.us

This exemption should be considered for list of exemptions attached to Chapter 3-141, HAR: Yes ☐ No ☐

I certify that the information provided above is to the best of my knowledge, true and correct.

AUG - 5 2005


Department Head Signature

Date

Typed Name

Position Title

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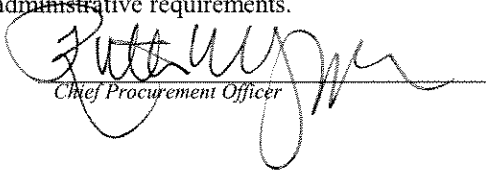
Chief Procurement Officer's Comments:

It is the responsibility of the purchasing agency to submit requests for exemption in a timely manner and to rectify any lack of oversight.

Please ensure adherence to applicable administrative requirements.

☒ Approved

☐ Denied


Chief Procurement Officer


Date

cc: Administrator
State Procurement Office